



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

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**ADDENDUM NO. 2  
BID OPENING: FEBRUARY 24, 2015**

**TO:** ALL BIDDERS  
**FROM:** LYNN CRAWFORD, BUYER  
**DATE:** FEBRUARY 19, 2015  
**RE:** RFQ 65015Q0638 MITEL IP PHONES

This addendum is issued prior to bid opening to provide for modifications in plans and/or specifications. All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that revised information has been received and the Bidder's bid is based on the revised specifications.

**1. BID OPENING:**

The Bid Opening date has been changed to read: March 3, 12:00 p.m. Change all references.

**2. QUESTIONS/ANSWERS:**

**Question 1:** Would you be able to tell me who services and supports your Mitel phone system and whether or not they are aware of the project and plan to bid?

**Answer 1:** The Mitel phone system is internally supported through the St. Louis Metropolitan Police Department's Communications Service Center. The SLMPD does not plan to submit a bid.

**Question 2:** I understand that I need to do all of my response on this RFP and not re-create my response on our standard forms. Is that correct? Can I print the form and write my responses directly on the form as long as it's in ink?

**Answer 2:** You can provide your pricing information on your standard forms. However, you are also required to complete our quotation form. Yes, you can print out the quote form and write your responses directly on the pages.

**Question 3:** Do we leave the minority owned/woman owned form blank since are neither? Do we sign the bottom of the form and then leave it blank?

**Answer 3:** No. The form has to be completed. If you are not a M/WBE firm, complete the bottom half of the form by choosing the appropriate box(s). Also, fill in company name, etc. at the bottom of the form.

- Question 4:** Mitel is a Canadian company but manufacturers worldwide including the US. How would I respond to the Certification Form for Domestic Product Procurement Act.
- Answer 4:** If the product you are bidding is actually manufactured in the U.S. indicate accordingly. If the product you are bidding is manufactured outside of the U.S. indicate accordingly.
- Question 5:** Do I need to complete page 1 at the bottom or all pages that have the Name of Firm information?
- Answer 5:** No you do not have to sign all the pages. However, we do require that the quote form be signed, along with a delivery date. Also complete your company information. All of this can be submitted on page 3 of the quote form.
- Question 6:** Do I submit a separate price sheet? I can't find on the form where to include our pricing offer.
- Answer 6:** There are columns on each page of the quote form where it indicates Unit Price and Amount. Place pricing information in these columns.
- Question 7:** Are the fields at the bottom of pages 1 through completed by us? What goes in the fields State delivery, Calendar Days, Signed By, Comptroller, and Supply Commissioner?
- Answer 7:** See answer to Question 3 above. Leave the fields for Comptroller and Supply Commissioner blank. These fields are for internal use only.
- Question 8:** The Instructions to Bidders references a Quotation Sheet. Is this the form that the RFP is on?
- Answer 8:** Yes.

**ADDENDUM RECEIVED AND ACKNOWLEDGED**

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Name of Firm

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Representative

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Signature

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Date